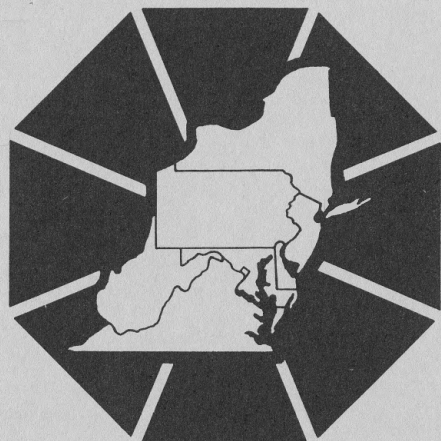




MID-ATLANTIC ARCHIVIST

ISSN 0738-9396

VOLUME 19, NUMBER 1

Winter 1990

SPRING 1990 MEETING TO HAVE PRESERVATION FOCUS

MARAC will return to historic New Brunswick, New Jersey once again for its Spring Conference to be held at the Hyatt Hotel, May 17 – 19, 1990. The meeting is co-sponsored by the New Jersey Historical Commission. While all program sessions and workshops will be held in the hotel, the Friday afternoon reception will be a joint affair with the Print Council of America at the Zimmerle Art Museum on the Rutgers University campus, a five block walk from the hotel. For those who haven't ventured to New Brunswick since 1983, much has changed both in town and on campus -- the Zimmerle Museum represents the most striking change. There will be tours of the old and new, fine dining opportunities and warm hospitality on both Thursday and Friday nights. Child care will be provided and attendees anticipating this service should contact Ron Becker as soon as possible to state your preferences.

For this meeting, MARAC's attention will turn to current preservation issues. Most of the program's sessions and workshops will address this topic directly or indirectly. The timing for a preservation-focused program could not be better. Auspicious signs of a growing, unified national preservation movement have begun to appear. The first ever

National Conference on the Development of Statewide Preservation Programs, held in Washington, D.C. last March, drew together more than 200 representatives from state archives, libraries, universities and historical societies. Many of the conference's sponsors — including the National Endowment for the Humanities, the Library of Congress, and the National Archives — have made a major commitment to meeting the preservation challenge in the 1990s. An \$8 million increase in NEH's preservation budget alone demonstrates that the topic has captured the imagination of Congress.

The New Brunswick program responds to MARAC members' demand for more and varied training workshops. Planned workshops for the New Brunswick meeting -- all scheduled for Thursday, May 17 -- will include sessions on in-house treatment techniques and decision-making, and microfilming systems. Also in development is an introductory workshop on desktop publishing.

Traditional sessions on Friday and Saturday, May 18–19, will address topics including preservation of non-textual media, deacidification, statewide cooperative initiatives, disaster preparedness and recovery, integration of preservation

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Spring 1990 Meeting

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into overall management, continuing education, microfilming, and the role of regional centers. A progress report on the New Jersey Caucus' year-old, state-funded "CAPES" program (Caucus Archival Projects Evaluation Service) will also discuss preservation-related findings and recommendations.

The Program Committee, chaired by Karl Niederer, includes members Bob Coley, Evelyn Frangakis, Maxine Lurie, Lou Manarin, Denis Sennett, Ruth Simmons, Bob Stewart, Susan Swartzburg, and ex officio representatives Jodi Koste, Marsha Trimble, and Ron Becker. For program information, contact Karl at (609) 292-6260.

★

Local Arrangements, chaired by Ron Becker, includes members Bruce Abrams, John Celardo, Barbara Irwin, Marian Kiernan, Albert King, Joseph Klett, Mary Murrin, Fred Packman, Elsalyn Palmisano-Drucker, and Paul Stelhorn. Karl Niederer is serving as an ex-officio representative. For further information, contact Ron at (201) 932-7006.

DID YOU RENEW?

The MARAC brochures sent out this fall were your membership renewal forms. If you did not realize this, please take a moment and send in your form today. If you fail to renew on time, you will not be included in the new MARAC Directory.

From The Chair

by Lee Stout

As many of you know, I teach a class at Penn State entitled "Archival Management". As it has evolved, its primary purpose is to introduce graduate and upper-level undergraduate students to the world of archives. Some eventually become archivists and curators, but most take it for the experience of learning to understand, find and use archival and manuscript resources.

A topic of some interest in this fall's class has been the relationship between archives and libraries. It began when one student wondered why graduate work in history was not sufficient to qualify one for most professional archival positions in libraries. On the flip side, I've heard archival educators wonder why archival coursework is considered irrelevant to qualifications for work in the National Archives.

It's hard to imagine anyone arguing that graduate study in history should not be expected of a professional archivist. The need for experience in research using primary sources should be self-evident. However, asserting the irrelevancy of archival education is an outdated concept. Belief that extensive research in archival resources intuitively provides sufficient understanding of archives to make one an archivist is no longer viable.

Times have changed and there are many more technologies to comprehend in managing an archives today. We must now ask whether a brief workshop and on-the-job training is sufficient to create new archivists. The majority of the profession appears to agree that it isn't. Archival coursework can no longer be seen as simple vocational opportunism on the part of history departments and library schools.

Since there is no Master of Archival Science degree (aside from UBC's) what, the student asked, does a library degree provide that was necessary for being an archivist in a library? The cynic replies that the MLS is only a union card for the library job. Yet the question is important and is, in fact, another manifestation of the general questioning of the place of archives in libraries.

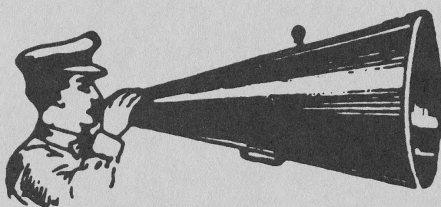
My response is that, while not absolutely necessary to archival performance, the MLS is very useful. In a practical, personal sense it helps me function in the library environment. It gives me an understanding of both the work of the libraries and the professional values and standards of librarians. I know that my presence on the Library Promotion and Tenure Committee is more acceptable to my colleagues because of it.

The more important reason, however, is the increasing convergence of archives and libraries in a variety of areas. The development of the MARC AMC format and the resulting growth of archival interest in sharing computerized catalogs with libraries is probably the most obvious area. It is hardly the only one though. Both archives and libraries are increasingly concerned with providing access to electronic datafiles. Both have useful approaches to the problems of this newest form of "grey literature". Library research on reference service is providing new insights to archivists and evolving archival concerns with existing preservation axioms may impact libraries too. Others exist as well.

Briefly put, archivists can become more effective managers of their collections with the MLS experience. More significantly, however, archivists can be better prepared through such an experience to grapple with the growing

(Continued on p.3)

NEWS NOTES



NEDCC MICROFILM TRAINING PROGRAM

The Northeast Document Conservation Center (NEDCC) invites applications for its newly expanded training program in preservation microfilming, supported by a grant from the Pew Charitable Trusts. This program will train professionals who are responsible for managing microfilming projects through intensive workshops held in NEDCC's microfilming laboratory, in Andover, Massachusetts, and in other locations across the country.

Participants will learn skills for planning microfilming projects, developing specifications, writing contracts with vendors; they will obtain hands-on experience in operating a camera and inspecting completed film. A three-day workshop will be held at the Historical Society of Pennsylvania in Philadelphia on January 23-25, 1990. Registration is \$150 for the session. Individuals interested in applying should call or write Mary Elizabeth Ruwell at Northeast Document Conservation Center, 24 School Street, Andover, MA 01810; (508) 470-1010, to obtain an application.

Long Island University Offers Archives and Records Management Program

Long Island University has begun concentration in Archives and Records Management. Housed in the Palmer School of Library and Information Science, the program offers students the following options: a 15 credit certificate in archival management (which may be applied toward the Master of Science in Library Science degree) or a 15 credit certificate in records management (which may be applied toward the Master of Science in Information Science degree). LIU also is considering holding a one-week advanced seminar each August at its Southampton Campus on the eastern end of Long Island. Heading the concentration will be Gregory S. Hunter, Ph.D.

The following courses will be offered in the Spring 1990 semester:

Westchester Campus

Archives	Wednesday	6:15 - 8:15 p.m.
Records Management	Wednesday	8:30 - 10:30 p.m.

C.W. Post Campus

Archives	Saturday	8:30 - 10:30 a.m.
Records Management	Monday	7:45 - 9:45 p.m.

For more information, please contact: Dean Lucienne Maillet, Palmer School of Library and Information Science, Long Island University, C.W. Post Campus, Brookville, NY 11548. (516) 299-2855.



INFORMATION ON DISASTER PLANS AND DISASTER PLANNING SOUGHT

The American Architectural Foundation Octagon Museum and Prints and Drawings collection and The American Institute of Architects Library and Archives collections are seeking information about disaster planning or disaster plans developed by museums, archives, libraries and historic houses. If you have such information or know who does, please communicate with Nancy Davis, 1799 New York Avenue, N.W., Washington, D.C. 20001, or 202-638-3221. The information is needed before January 31, 1990.

FROM THE CHAIR *(Continued from p. 2)*

realization that archives are part of a larger information community. Obviously, we're a unique part of that community and archives can stand apart from libraries as easily as they can live with them. However, in my opinion, libraries are also becoming aware of the breadth of cultural institutions which make up this information community. The value of sharing certain types of resources and tools is becoming increasingly apparent to librarians. I hope that the traditional tunnel vision in both camps is beginning to give way. As it does, we will all begin to see more value in working together.

NHPRC GRANTS AWARDED IN MID-ATLANTIC REGION

Jewish Theological Seminary of America, New York, NY: A grant to collect and make accessible historical records of Conservative Judaism in America.

Association for Information and Image Management, Silver Spring, MD: A grant to produce a technical report which will provide guidelines for government archives in the use, backup, and application of digital optical imaging systems used for the storage of public records.

New York State Education Department, Albany, NY: A grant to augment and develop the Documentary Heritage Program by providing grants to non-profit organizations and repositories to arrange and describe records and to initiate or develop historical records programs.



Applications are invited for the fifth year of the United States Capitol Historical Society Fellowship designed to support research and publication on the history of the art and architecture of the United States Capitol and related buildings. Graduate students and scholars may apply for periods of one month to one full year for a stipend of \$1500 per month. Applications must be received by February 15, 1990. For further information, contact Dr. Barbara Wolanin, Curator, Architect of the Capitol, Washington, D.C. 20515. (202) 225-2700.

STATE AND LOCAL

NEW YORK

The NYC Department of Records and Information Services celebrates this year's election with an exhibition entitled "MAYORS: 1784-1989" in the lobby of the Surrogate's Court building at 31 Chambers Street, Manhattan.

Portraits, biographies, official papers, illustrations and memorabilia of every mayor of New York City from Mayor Duane through Mayor Koch are mounted in a distinctive display.

New York City's mayors have come from a variety of professions including law, the military, shipbuilding, merchandising, manufacturing, finance, accounting, printing, silversmithing, banking, importing and education. Although some abused the public trust, most have managed the office of mayor in imaginative ways, coping with epidemics, fires, financial panics and floods of immigrants. They have overseen the construction of huge public projects such as the Brooklyn Bridge, the public mass transit system, the parks system and the public drinking water system. The population of the city has grown from 23,600 in 1784 to more than seven million in 1989.

The exhibition will be on view Monday through Friday, 9 am to 5 pm until June 8th. Admission is free.



The Westchester County Records and Archives Center opened its newly expanded facility on October 26, 1989. The building now houses the Westchester County Government's Records Center and Archives operations as well as two private organizations, the Westchester County Historical Society and the Lower Hudson Conference consortium of museums, libraries and historical agencies.

The new building contains environmentally controlled storage areas for the Westchester County Archives and the Westchester County Historical Society collections. The two will share a reading room where researchers will have access to both public and private manuscripts and records which date from the late 17th century to the present.

For further information, please contact David W. Carmichael, Westchester County Archivist, 2199 Saw Mill River Road, Elmsford, NY or phone (914) 592-1925.

NHPRC PUBLICATION GRANTS

The Paper of Charles Carroll of Carrollton (University of Maryland, College Park, MD)

The Diary of Elizabeth Drinker (Fordham University, Bronx, NY)

The Papers of Dwight David Eisenhower (The Johns Hopkins University, Baltimore, MD)

The Papers of John Marshall (New York University, New York, NY)

The Margaret Sanger Papers (New York University, New York, NY)

STATE AND LOCAL NEWS *(Continued from p. 4)*

NEW YORK

SCHOMBURG CENTER LAUNCHES PROJECT TO PRESERVE THE AFRICAN AMERICAN RELIGIOUS HERITAGE

The Schomburg Center for Research in Black Culture, the New York Public Library, with the assistance of a grant from the Lilly Endowment, has recently launched its "Preservation of the Black Religious Heritage Project". The Center will undertake the identification, preservation and acquisition of primary research materials essential for the accurate study and understanding of African American religious life. The Project seeks to create a more comprehensive collection of African American religion resources within its Special Collection units and, in cooperation with other research facilities nationwide, hopes to assure the preservation of and access to a comprehensive body of records documenting the spiritual dimensions of the religious heritage, as well as aid in defining the role of the Black church in African American economic, political and social life.

Persons interested in acquiring additional information about the Project should contact Victor Smythe, Project Archivist, Preservation of the Black Religious Heritage Project, Schomburg Center for Research in Black Culture, 515 Malcolm X Boulevard, New York, NY 10037-1801, or phone (212) 491-2226.



LOCAL GOVERNMENT RECORDS MANAGEMENT IMPROVEMENT FUND

Legislation adopted in May 1989 will create a New York Local Government Records Management Improvement Fund. The new Fund is expected to generate \$5-10 million per year to improve archives and records administration in local governments statewide.

The new Fund will support two basic programs. A portion of it will be used to create nine regional offices, each staffed to provide advice and technical assistance to local governments in the region. One office will be created for each judicial district with a single larger office serving eligible local governments in the four judicial districts within New York City. Most of the Fund will be used for grants to local governments for individual or cooperative projects to improve their management of records, including their archival records. The combination of a clear statewide agenda, regional technical assistance, and substantial grant support promises important progress in records administration among New York's 4,000 units of local government during the next several years.

State Archives and Records Administration programs operating from the new Fund will be administered by the Local Government Records Bureau which is headed by Robert W. Arnold III. The Bureau is part of the External Programs Division directed by Bruce Dearstyne.

A copy of the legislation creating the Fund is available from SARA, Room 10A46, Cultural Education Center, Albany, NY 12230.

PATRONIZE MAA ADVERTISERS

PENNSYLVANIA

BENJAMIN FRANKLIN 1990

The Philadelphia Convention and Visitors Bureau is sponsoring a year-long celebration, *Benjamin Franklin 1990* that spotlights 200 years of Franklin's genius. In addition to one-time events and theme weekends, there will be exhibitions at the Historical Society of Pennsylvania, the University of Pennsylvania, Rosenbach Museum and Library, and the Library Company of Philadelphia. For further information, please contact R.C. Stabb at the Philadelphia Convention and Visitors Bureau, 1515 Market Street, Philadelphia, PA or phone (215) 636-3300.



The new Schuylkill County Archives and Records Center opened in May 1989. In its first five months of operation, the center received 2,824 boxes and 11,168 bound volumes from county administrative and judicial offices. Included among its approximately 300 visitors per month have been historians and genealogists from as far away as California, Texas and Washington. A formal ceremony celebrating the opening of the facility, which is designed to hold 12,000 cubic feet of records under archival conditions, is tentatively scheduled for the spring of 1990. For information on the Schuylkill County program or the holdings of its archives, contact Bob Fallan, Deputy Court Administrator, County Courthouse, Pottsville, PA 17901.



Dickinson College announces an addition to the Three Mile Island Collection of publications from Metropolitan Edison, a utilities corporation involved in the Three Mile Island incident.

PENNSYLVANIA

(Continued from p. 5)

ARCHIVES FESTIVAL TO BE HELD AT THE PENNSYLVANIA STATE ARCHIVES

The Pennsylvania State Archives will sponsor ArcFest '90, a week long celebration of the Archives and Pennsylvania's documentary heritage, May 20-26, 1990. Events during the week will include an Archives film festival, noontime lectures on genealogical research, and extended Search Room evening and weekend hours. The festival's highlight will be "Family Heritage Day", Saturday, May 26, to take place on the lawn of the Archives main entrance at the corner of Third and Forster Streets, Harrisburg. On this day the public is encouraged to bring their family's documentary treasures for free appraisal by professional manuscripts dealers and advice on preserving important family records by the archives staff. Additional events will feature exhibits, calligraphy and papermaking demonstrations, and other crafts. For further information write ArcFest '90, Pennsylvania State Archives, Box 1026, Harrisburg, PA 17108-1026 or call (717) 783-3281

NEW YORK (Continued from p. 5)

HOW VALUABLE ARE HISTORICAL RECORDS? NEW AV SHOW PROVIDES ANSWERS

"Let The Record Show: Practical Uses for Historical Documents" is the title of the New York State Archives and Records Administration's new AV show about the importance of historical records to society. The 16-minute show highlights vignettes that demonstrate the benefits New Yorkers derive from using historical records: a research botanist using century-old botanical journals to document ecological changes at Goat Island, Niagara Falls; a member of a homeowner's organization near Syracuse studying the plans and blueprints of an old bridge to help determine if it is still safe; a Saratoga Springs teacher whose students study century-old community records for a better understanding of how people lived in the past; and a dance company in New York City that uses videotapes of its own performances and other records to plan future presentations. The basic message is: historical records are crucial to meet a great variety of important, practical needs.

The show includes a discussion on how historical records are selected, cared for, and made available in repositories across New York. It introduces the idea that well-developed, adequately supported programs are needed to administer these invaluable resources.

To sustain the viewer's interest, the language is non-technical and the visuals move at a lively pace. "Let the Record Show" is designed to appeal to a variety of audiences, including trustees of historical institutions, professional organizations, civic and cultural groups, and teachers and students. It can serve as an excellent device to stimulate discussion about the location, accessibility, and condition of historical records in one's own community.

For more information about how to borrow a copy of this AV show in VHS or slide/tape format, contact Terri Sewell, State Archives and Records Administration, Cultural Education Center, Rm 10A63, Albany, NY 12230.



EARLY LONG ISLAND DOCUMENTS LOST IN FIRE

An 18th century farmhouse in Wantagh containing a large number of photographs, documents, newspapers and artifacts detailing early life in Wantagh and the surrounding area was consumed by a fire probably caused by young vandals. The house had not been lived in for several years, but had been used by the Sparke Family as a storage area for items that their ancestors had collected since the mid-1700s. There was no security, and the house had been vandalized previously.

LEGISLATIVE ARCHIVES PROJECT

Since 1987, the State Archives and Records Administration has been working with the State Legislature to review the records of legislative committees, commissions, and offices. The project will identify archival records, develop policies and procedures for their ongoing management and preservation, and identify records management needs for current, active records. For further information, please contact Robert McDonnell, SARA, Legislative Archives Project, Room 9C71, Albany, NY 12230 or phone (518) 474-6771.

PENNSYLVANIA*(continued from p. 6)*

The **Washington County Courthouse** was the site of a fire which caused considerable damage to the ceiling dome and twentieth century tax books and dockets stored in the attic. The fire was discovered at about 6:00 a.m. on the 18th of August by an early morning disc jockey who noticed smoke coming from the courthouse roof. According to the Fire Marshall, the fire had been smoldering in the roof for days before finally bursting into flames sometime during the night.

The fire department, located across the street from the courthouse, responded promptly and the fire was under control within two to three hours after discovery. The records in the attic were not burned but did suffer water damage.

Charles Stock, Archivist and Law Librarian for the county, was called to the scene and immediately contacted the State Archives and the Conservation Center for Art and Historic Artifacts in Philadelphia about the disaster.

Acting upon their recommendation, he got in touch with Sally Buchanan, assistant director for preservation services and cooperative planning at the University of Pittsburgh's Hillman Library, an expert on paper preservation. Ms. Buchanan reached Washington around 2:00 p.m. to supervise the treatment of the damaged records. By that time, forty-five percent of the volumes had been brought down from the attic and set out to dry in an unused jury room.

Under Ms. Buchanan's direction, the volumes were tested for humidity levels, and the worst ones sent to a cold storage facility in the area. All together, some 2,600 tax books were frozen and many others were treated on site. Although the fate of the frozen tax books is uncertain, it is highly likely that the badly damaged records will be microfilmed and then destroyed.



Westmoreland County recently received an achievement award from the National Association of Counties (NACO) for renovating a garage area of the courthouse to serve as a records center for all county offices. Currently, eighteen offices are storing records in the facility which is operated by the County Records Management Department. For further information on the program, contact Lucy Yakulis, Records Management Assistant, Westmoreland County Courthouse, Greensburg, PA 15601.



Elizabethtown College is now systematically organizing its special collections. The collections document the history of Elizabethtown College and the (general) history of the Church of the Brethren, support the programs of the recently created Center for Anabaptist and Pietistic Studies, and compliment the collecting activities of the Mennonite Historical Society in Lancaster, PA. The college serves as the official repository for two Elizabethtown area districts of the Church of the Brethren.



Gettysburg College announces the purchase of the papers of the popular Pennsylvania novelist, Elsie Singmaster.

NEW YORK*(continued from p. 6)*

Rochester Institute of Technology has received a grant from the National Endowment for the Humanities (NEH) to study the effects of air pollution on archival microfilm which is subject to deterioration from pollution if it is stored improperly.

The grant to RIT's Image Permanence Institute will be used to study the susceptibility of such materials to environmental factors including ozone, sulfur dioxide, and peroxides.

For further information, please contact Diane Zielinski, Rochester Institute of Technology, 1 Lamb Memorial Drive, PO Box 9887, Rochester, NY 14623

**PA**

Millersville University announces the formation of the Center for Pennsylvania German Studies.

D.C.

Catholic University of America has received a grant from the Ford Foundation to refolder, index, and microfilm sections of a 1.2 million photograph collection from the morgue of the *Afro-American Newspaper* chain which has been in existence since 1892. For further information, please contact Frederick Stielow, School of Library and Information Science, Catholic University, Washington, D.C. 20064 or phone (202) 635-5085

Applications Invited for 1990-91 NHPRC Fellowships

The Records Program of the National Historical Publications and Records Commission (NHPRC) welcomes the opportunity to consider your application for a Commission Fellowship in Archival Administration. Jointly funded by the Commission and The Andrew W. Mellon Foundation, these fellowships will provide advanced administrative training in archives. For the 1990-91 fellowship year, the stipend has been increased to \$28,000, plus up to \$5,600 in fringe benefits, for a nine-to twelve-month period beginning between August and October 1990.

Fellows are provided with a series of supervisory and decision-making experiences. Included in past fellowships have been such diverse areas as appraisal, budget preparation, personnel administration, publications, plant operation, long-range planning, disaster planning, collection policy development, and committee activities.

In addition to these diverse areas of administration, the fellow is expected to complete a technical project, which often takes the form of a draft for some institutional policy. These projects have included reviews of collection development policies, reports on needs assessment, and establishment of processing procedures.

Applicants should have between two and five years' experience in archival work. While not required, it is desirable that applicants have the equivalent of two semesters of full-time graduate training in a program containing an archives education component.

Fellowship application forms should be requested from the NHPRC, National Archives Building, Washington, DC 20408 (telephone: 202/523-5386). The forms must be completed and returned to the Commission by March 1, 1990.

CALENDAR

New England Museum Association and Old Sturbridge Village Museum Archives Institute

The third **Old Sturbridge Village and New England Museum Association Museum Archives Institute** will be held at Old Sturbridge Village on **April 21-22, 1990**. The sessions are geared for the beginner and include such topics as records management, appraisal, arrangement and description, reference and access, legal issues, preservation, management, fundraising, exhibits, and outreach.

In addition to the basic program, the Institute will offer a concurrent special topic program focused on photographs. This subject will be divided into the following areas: identification and dating, care and storage, preservation and reproduction, appraisal, copyright and reproduction rights, photographic services, and access.

Institute faculty is made up of museum and archives professionals who share a national reputation. Both the basic and special topic programs are two days with a limited registration of 20 and a fee of \$80.00 each. For information call Theresa Rini Percy, Director of Research Library, Old Sturbridge Village, 1 Old Sturbridge Village Rd., Sturbridge, MA 01566. (508) 347-3362.



Workshops covering **disaster planning and recovery procedures for institutions holding collections of archives and historical manuscripts** will be held on **April 30/May 1** at **Millersville University** and on **May 7/8** at the Sheraton Inn in Greensburg. These one and one-half day workshops will cover planning perspectives, the components of a disaster plan and recovery methods and techniques for historical records. The workshops are sponsored by The Pennsylvania State Archives, the Pennsylvania Federation of Museums and Historical Organizations, and Millersville University. The sessions will be conducted by Sally A. Buchanan, Assistant Director for Preservation Services for the University of Pittsburgh Library System. Program brochures will be mailed to all members of the Pennsylvania Caucus. For information on the workshop, contact the Pennsylvania Federation office at (717) 787-3253 or 1902 (P.O. Box 1026, Harrisburg, PA 17108-1026).



The **Visual Resources Association (VRA)** with major funding from the Smithsonian Institution has organized a session entitled "**Conservation and Preservation Issues Beyond the Book: Slides, Microforms, Videodiscs, and Magnetic Media,**" for the annual conference of the Art Libraries Society of North America (ARLIS/NA) in New York City on **February 14, 1990**.

The session will take place at the New York Penta Hotel, 7th Avenue at 32nd Street, the site of the annual ARLIS/NA conference, in the Georgian Ballroom, from 9 o'clock AM until 12 noon. The one-day registration fee will be \$30.00 for members of ARLIS/NA or VRA, or \$40.00 for non-members. For further information please contact Ross Day, The Metropolitan Museum of Art, Robert Goldwater Library, 5th Avenue at 82nd Street, New York, NY 10028 (phone 212-570-3707).

CALENDAR (Continued from p. 8)

The NHPRC recently issued updated Records Program guidelines and application forms. These new guidelines must be used beginning with the June 1, 1990 deadline; both the old and new application forms will be accepted against the next deadline, which is February 1, 1990.

Records Program application materials may be requested by phone or by mail:

Records Program
NHPRC - NPR
National Archives Building
Washington, DC 20408 (202) 532-5386

Publications Program application materials also may be requested by phone or by mail:

Publication Program
NHPRC - NPP
National Archives Building
Washington, DC 20408 (202) 532-3092

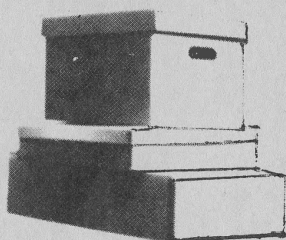


The Lancaster Mennonite Historical Society will hold its 12th annual Genealogy Conference on March 24, 1990, in Lancaster, PA. For further information, please contact Lola M. Lehman, Lancaster Mennonite Historical Society, 2215 Millstream Road, Lancaster, PA 17602-1499 or phone (717) 393-9745.

**MIDWEST ARCHIVES
CONFERENCE SCHEDULED**

The Midwest Archives Conference will hold its annual Spring meeting May 13-15, 1990 in Chicago, Illinois. Archivists, historians, librarians, museum curators, manuscript curators, records managers, oral historians, and anyone having an interest in the preservation and use of historical materials is invited to attend the meeting. Also, the American Association of Museums will hold its annual meeting in Chicago, May 9-13, 1990. For further information and registration materials for the Midwest Archives Conference meeting please contact:

Katherine Hamilton-Smith
Lake County Museum
Lakewood Forest Preserve
Wauconda, IL 60084
(312) 526-8638

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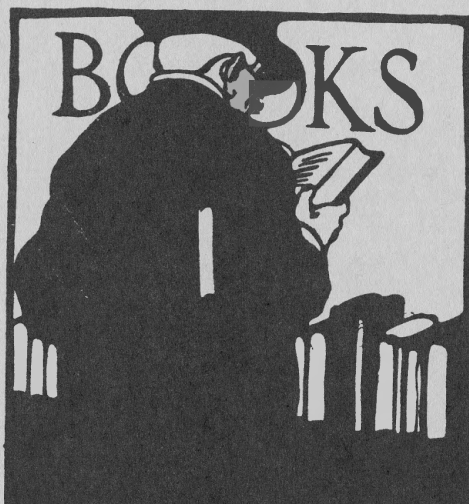
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REFERENCE SHELF

Records Management Handbook by Ira A. Penn, Anne Morddel, Gail Phoenix, and Kelvin Smith contains practical advice on records appraisal, storage, reporting systems, inventories, classification, disaster recovery and several other areas. It is available from Gower Publishing Company, Old Post Road, Brookfield, VT 05036 at a cost of \$58.95.



Klein, Phillis A., *Our Past Before Us: A Five Year Plan for METRO's Archives and Historical Records Program* has been published by the New York Metropolitan Reference and Research Library Agency. It details the goals of one of the regions participating in the New York State Documentary Heritage Program's first year. For further information or to obtain a copy of the report, please contact Joan Neumann at (718) 852-8700.



Court Records Guide Available

The *Guide to Records of the Court of Quarter Sessions, Chester County, Pennsylvania, 1681-1969* is now available from Chester County Archives and Records Services Department. Researched and compiled by Lynn Ann Catanese, the guide was part of a two-year project funded by the National Historical Publications and Records Commission. The *Guide to Records of the Court of Common Pleas, Chester County, Pennsylvania, 1681-1900* is also available. Cost of individual guides is \$25.00, or a set (Quarter Session and Common Pleas) can be purchased for \$40.00. For mail orders or further information on the guides, contact Chester County Archives and Records Services Department, 117 West Gay Street, West Chester, PA 19380 or telephone (215) 344-6760.



"Liberalism and Leadership: One Family's Contribution" is the theme of the 1990 *La Guardia Archives Calendar*. Featured are the three generations of the Robert F. Wagner Family. It is available from the Fiorello H. LaGuardia Archives, LaGuardia Community College, 31-10 Thomson Avenue, Long Island, NY 11101.

The Calvert Papers: Calendar and Guide to the Microfilm Edition

by Donna M. Ellis
and Karen A. Stuart

Among the treasures of the Maryland Historical Society's library are the Calvert Papers, a collection of over 1,300 documents pertaining to the six Lords Baltimore and the settlement and administration of early Maryland. They include family papers, 1516-1785 (wills, marriage settlements, legal cases, land documents, financial records and heraldry papers) and records, 1623-1769, of the Calverts' colonial ventures in Avalon and Maryland. Important series of colonial records include land office accounts, grants, warrants, and quit rents; laws and legislative journals; papers pertaining to the Maryland-Pennsylvania boundary dispute and the survey conducted by Charles Mason and Jeremiah Dixon; and extensive correspondence of the Lords Baltimore, their principal secretaries, and various colonial figures.

The new guide, designed as a companion to the 1973 microfilm edition of the papers, is the most thorough finding aid published since John W.M. Lee's 1889 *Calvert Papers: Number One* (MHS Fund Publication No. 28), long out of print. The calendar entries, which follow the microfilm's organization, include each document's date, the names of writer and recipient, and a summary of its content. Many previously unidentified documents have been dated and described. The guide is indexed by document number and by names of persons and places. Also included is a short article by Richard J. Cox relating the fascinating history of the collection and its acquisition by the Maryland Historical Society.

It is available for \$17.95 + \$1.50 shipping from the Maryland Historical Society, 201 West Monument Street, Baltimore, MD 21201.

First Guide to Archival Sources in Nursing Now Available

The Interagency Council on Library Resources for Nursing (ICLRN) has published *Guide to Archival Sources in Nursing*, which contains over 200 entries plus cross-references identifying depositories in the nation housing archival materials.

The repositories listed contain archives of nursing leaders, state nurses associations and other professional organizations, state boards of nursing, community and visiting nurses associations, baccalaureate and higher degree programs in nursing, and closed hospital schools of nursing where information was available.

It is available from the Interagency Council on Library Resources in Nursing, 446 Monmouth Road, West Long Branch, NJ 07764 or phone (201) 870-9194. The cost is \$7.50 + \$1.00 shipping.



Access to more than 2,400 television scripts from past prime-time network series is now available with the *Index to the Annenberg Television Script Archive: Volume 1, 1976-1977*, from The Oryx Press.

The *Index* contains 2,477 cataloged records of scripts contained in the University of Pennsylvania's Annenberg School of Communications collection. The scripts cover 127 prime-time episodic television series and 30 pilots never developed into series, all written in 1976 and 1977.

Subject indexing to the Annenberg Collection scripts is provided by the *Thesaurus of Subject Headings for Television: A Vocabulary for Indexing Script Collections*.

Scope notes clarify each descriptor; related, narrower, and broader terms accompany the preferred terms. A nonpreferred vocabulary contains 278 terms and refers users to related preferred terms.

Together, these two reference sources document network television by organizing the scripts as written source material.

Listings in the *Index* are arranged alphabetically by series title and include: episode title, author, draft stage (first, final, etc.), place type (urban, rural, etc.), place (location of episode), time, pagination, script date, date episode aired, adaptation, notes (additional information).

Editor Sharon Black is television script archivist, and Elizabeth Sue Moersh is bibliographic specialist at the Annenberg School of Communications, University of Pennsylvania, Philadelphia, PA.

Thesaurus of Subject Headings for Television: A Vocabulary for Indexing Script Collections, edited by Sharon Black, (ISBN 0-89774-552-3, 112 pages, 6 x 9, clothbound) is priced at \$39.50 in North America. *Index to the Annenberg Television Script Archive: Volume 1, 1976-1977*, edited by Sharon Black and Elizabeth Sue Moersh, (ISBN 0-89774-553-1, 344 pages, 8½ x 11, clothbound) is priced at \$115.00 in North America. Contact The Oryx Press, 2214 North Central at Encanto, Phoenix, AZ 85004-1483; or call (800) 457-6799.



Sullivan, Terry "Developing APT: Archival Resources and Congressional Research" appears in *Extensions*, Fall 1989, p. 4-7. It is available from the Carl Albert Congressional Research and Studies Center, 630 Parrington Oval, Room 101, Norman, OK 73019 or phone (405) 325-6372.

Duranti, Luciana, "Medical Health Records: Truthful, Deceitful or Opiniated? Does it Really Matter" appears in *ABCA Newsletter* v. 15, no. 1 (Summer 1989) pp. 5-8. It is available from the Association of British Columbia Archivists, P.O. Box 3859, Main Post Office, Vancouver, B.C. V6B 379 Canada.

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REFERENCE SHELF (Continued from p. 11)

Berger, Shulamith, *An Inventory to the Chevra Poel Zedek Anschei Illia Collection (1893-1961)* has been published by the Yeshiva University Archives. The collection contains constitutions, minutes, membership information, and financial records of this synagogue located in the Lower East Side of Manhattan. The inventory is available from the Yeshiva University Archives, 500 West 185th Street, New York, NY 10033 or phone (212) 960-5451.

Also available from Yeshiva University Archives is Berger, Shulamith *An Inventory to the Central Orthodox Committee Collection (1947-1950)*.



The publication, *World Our Fathers Made*, a survey of the records of local governments in Albany County during the Constitutional Era 1783-1815 has won the Federation of Historical Services 1989 Heritage Award.

To obtain a copy or further information, please contact Mary Vines at (518) 447-4500.



A Guide to Federal, County and Municipal Archives in the City of New York includes the holdings of the National Archives and Records Administration, Northeast Region; the New York County Clerk; the Department of Records of Information Management, Municipal Archives, and the Office of Court Administration. For further information, please contact Bruce Abrams, Office of the New York County Clerk, 60 Centre Street, Room 161, New York, NY 10007 or phone (212) 374-4376.



The National Archives has published *The Holocaust, Israel and the Jews: Motion Pictures in the National Archives*, compiled by Charles Lawrence Gellert. This guide lists films in the National Archives holdings relating to modern Jewish history. Heavily illustrated, it presents an annotated listing of films or portions of films produced by the armed forces, civilian federal agencies, and commercial newsreel sources.

Crucial periods in recent Jewish history are represented in this new volume: Jews in the United States before, during, and after World War II; Jews in Europe before and after World War II; the Holocaust; and the establishment of modern Israel. Each numbered entry includes the film's title, date, length, and sources, as well as a brief description of the film's contents and whether it is in color or black-and-white. A comprehensive index completes the volume.

The 123-page casebound book is available for \$17.00 (plus \$3.00 shipping/handling) from the National Archives Trust Fund, P.O. Box 100793, Atlanta, GA 30384. For further information about this and other National Archives publications, call (202) 724-0086.

(Continued on p. 22)

PEOPLE

Trudi Abel has been appointed by the New Jersey Historical Society to compile the third edition of the *Guide to the Manuscript Collections* last published a decade ago.

MARAC Treasurer **Gregory S. Hunter** has been appointed Associate Professor in the School of Library and Information Science at Long Island University. He was also elected as first President of the Academy of Certified Archivists. He worked previously at ITT Corporation and the United Negro College Fund, Inc.

Kathryn Jacob, formerly assistant historian with the Senate Historical Office, has been appointed archivist of the ACC-Italy Project at the National Archives.

Elsalyn Palmisano-Drucker is serving as President of the Interagency Council on Library Resources in Nursing.

Virginia Erland has been appointed Director of the Municipal Reference and Research Center of the New York City Department of Records and Information Services.

MARAC members **Richard Cox**, University of Pittsburgh, and **Maygene Daniels**, National Gallery of Art have been named Fellows of the Society of American Archivists.

Barbara Geller has accepted a new position at the New York State Archives. Previously she served as University Archivist at Seton Hall University.

Edwin Bell has been appointed Special Collections Assistant at Albright College, Reading, PA.

Hedwig T. Durnbaugh has been appointed Special Collections Librarian at Elizabethtown College, Elizabethtown, PA.

George Hing has been appointed Curator/Archivist at Dickinson College, Carlisle, PA.

Robert Strauss has resigned as Director, Center for the Conservation of Art and Historic Artifacts, Philadelphia, PA. **Peter Sparks**, formerly of the Library of Congress Preservation Office, has been appointed as a consultant to the Center.

SESSION ABSTRACTS

DOING WELL BY DOING GOOD: THE COMMERCIAL USE OF ARCHIVAL COLLECTIONS

Reported by Darwin H. Stapleton

Gary Hoge, Congressional Information Service, Inc., stressed the mutual benefits for archives and commercial microfilers of filming selected collections.

Marsha Shaines, Vice President for Business Services, University of Pennsylvania, gave an informative and entertaining review of the legal questions to keep in mind when contemplating a potentially profit-making activity.

Steven Murray, Vice President for Business Services, University of Pennsylvania, described the broad range of auxiliary activities at Penn, and discussed the rationale for each, including the Records Center.

Darwin H. Stapleton, Director, Rockefeller Archives Center, and Chair of the session, presented two cases in which a non-profit institution contracted for commercial microfilming, and suggested that the primary reason for entering such contracts should be to advance the mission of the institution, not secure additional income.

THE USE OF ARCHIVES IN BUILDING A NATIONAL PARK

Reported by Carol M. Spawn

David A. Kimball, retired, Office of History and Historical Architecture, opened the session with a brief resume of the history of Independence National Historical Park, authorized by Congress in 1948. He described the types of research undertaken and the methods used, back in the Dark Ages before Xerox and computers, and the resulting archives that supported the decisions made about the Park's creation.

Kimball's long-time colleagues Penelope H. Batcheler of the Office of History and Historical Architecture, and Charles G. Dorman, retired, Office of Museum Operations, presented two examples of the use of archives. Illustrating her talk with well-chosen slides, Batcheler told of the re-creation of Independence Hall, particularly the Signers' Room. Dorman spoke about the furnishing of the Bishop White House and the Governor's Chamber in Independence Hall.

The three speakers emphasized the value of public and private archives to their work, as well as the value of the Park archives amassed during the creation of the Park. Numerous questions were asked after the informative, entertaining and polished presentations.

LEGALITY OF MICROFILM: A WORKSHOP

Reported by Laura G. Thomforde

Greg Hunter, Corporate Records and Headquarters Services, ITT Corporation, reviewed the historical transition of the terms original, copy, and duplicate. He indicated that the most common concern is whether duplicates will be admissible in court and showed a clip from the Paul Newman film *The Verdict* which showed the wrong way to enter a duplicate record as evidence.

Hunter identified four bases for legal acceptance of duplicates: Uniform Photographic Copies of Business and Public Records as Evidence Act; codified rules of evidence that a duplicate is acceptable unless challenged; the best evidence rule; and the business records exception to hearsay rule. In order for duplicates to meet the above rules, make sure every stage of your system is supported with written policies and procedures demonstrating that all actions are part of the normal course of business.

The discussion which followed focused on specific problems.

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SESSION ABSTRACTS

THE PHILADELPHIA AUTHORITY FILES COOPERATIVE: COOPERATION IN MANUSCRIPT CATALOGING FOR NATIONAL BIBLIOGRAPHIC DATABASES

Reported by Theresa Snyder

Gail Pietrzyk, Hagley Museum and Library, provided a brief history of the project. Archivists realized the need for standardized cataloging practice but there was a large gap between what the Library of Congress' on-line name authority file offered and local archivists' requirements. The Philadelphia Name Authority Cooperative was founded in 1987 to avoid duplication and share the information developed for the collections in the Delaware Valley.

Financial constraints and technical considerations led the group to choose the MARC format with the WordPerfect software package. Members send their work to the Free Library where the records are processed on a Bernoulli box diskette and redistributed on floppy diskettes. The database now contains over 5000 records.

Nancy Shawcross, Special Collections, University of Pennsylvania, discussed the benefits and logic of the Cooperative's plan to obtain NACO status and establish a NACO Center, presumably at Penn. Cooperative members will create authority records in RLIN or OCLC; those records will be sent to the NACO Coordinator via the LSP (Linked System Protocol) hook-up. Access to the Cooperative's names will be immediate and national, and the project may serve as a model for other regional groups.

MUSEUM ARCHIVES: COOPERATION WITHIN THE PROFESSION

Reported by Cheryl Leibold

The session took the form of a panel discussion with both speakers sharing the platform. Mary Elizabeth Ruwell, Northeast Document Conservation Center, reported on the ten years of effort at sharing information and networking that led to the formation of the Museum Archives Roundtable of the Society of American Archivists. Theresa Rini Percy, Old Sturbridge Village, the current coordinator of the Roundtable, described the group's current and future activities, including publications and programs. She also discussed efforts toward a shared database for manuscripts, photographs, works of art, artifacts, and even living specimens. The panelists also mentioned the new accreditation questions concerning museum archives asked by the American Association of Museums, and the responses.

ARCHIVES AND HISTORY: OR HOW SCHOLARS TEST ARCHIVISTS' SKILLS AND, SOMETIMES, THEIR PATIENCE

Reported by Marianne S. Wokeck

The session speakers were historians researching and writing the Biographical Dictionary of Early Pennsylvania Legislators that is aimed at both the specialist and general reader.

Craig W. Horle, who spent eight years in Friends House Library, London, doing archival work, discussed the importance of setting priorities in an environment of limited resources. He suggested that archivists become actively involved in fundraising in order to exercise more control over decisions that affect personnel as well as equipment. He urged consideration of ways to build expertise among all staff members to avoid reliance on those who carry their knowledge "in their heads," to set professional standards, and to publicize the collections. Horle also drew attention to the need to anticipate changes created by the computer revolution.

Rosalind J. Beiler, who earned her archival credentials at the New Jersey State Archives, reported on her experience of fruitful cooperation between archivists and historians. She suggested that researchers whose work involves intensive or systematic analysis of certain collections share their findings with archivists, who, in turn, can provide a better description of those collections.

Joseph S. Foster observed the difficulties archivists face in servicing the public i.e. determining who constitutes a legitimate researcher.

The audience added examples of miscommunication, but also differing perceptions, and underscored the need for coordination between archivists and historians who share the goal of guaranteeing the preservation of our documentary heritage.

QUAKER ARCHIVES

Reported by Elizabeth Potts Brown

Jack Eckert, College of Physicians of Philadelphia, was project archivist from 1986 to 1988 for a cooperative effort of the Records Committee of Philadelphia Yearly Meeting, Swarthmore College, and Haverford College. An inventory of and published guide to the archives of Philadelphia Yearly Meeting were the goals. The inventory is entered into a dBasell+ program and consists of 9000 records for about 400 meetings. This inventory assists locating the records that are divided between the Quaker Collection at Haverford and the Friends Historical Library at Swarthmore because of the Friends Separation of 1827. The guide will be available in 1990.

(Continued on p. 15)

SESSION ABSTRACTS

(Continued from p. 14)

Carol E. Hoffercker, Richard Professor of History at the University of Delaware, spoke on the need to raise the profile of religious archives. She feels finding aids are the critical element in using archives and notes that as many subject entries as possible should be assigned. Also indicate what other institutions have related collections. She also urged that archives have knowledgeable staff to direct both genealogical and academic researchers.

Henry Williams, University of Pennsylvania School of Medicine, formerly was Associate Director of the Philadelphia Social History Project. His presentation related to the interpretation of data from the "Quaker and Abolitionist Censuses of the Black Population of Philadelphia" conducted in the mid 1800's. These censuses were an effort to gather data to present to the Pennsylvania Legislature in order to prevent disfranchisement of Black men. Although the census takers' interpretation of the strengths of the Black community differed greatly from the re-interpretation made a century later by the PSHP, the factors which were cited as adversely affecting the development of the Black community remain: lack of education, intemperance, family instability, and residential segregation.

FOLKLORE RESOURCES: DOCUMENTED TRADITIONS

Reported by David M. Weinberg

This session featured two folklorists from the University of Pennsylvania who described locating folklore materials in traditional archives and manuscript repositories.

Roslyn Blyn defined folklore and folklife as oral traditions and materials culture respectively. She cited folklore materials at a number of repositories and commented on subject access. Blyn also described folklore materials found in RLIN, and distributed a list of additional form and genre terms that would assist folklorists in gaining access to collections.

Maggie Kruesi conducted a regional folklore survey for the Philadelphia Folklore Project. She described some Philadelphia institutions that have folklore and folklife materials, and the folklore archives that are not administered by archivists. Kruesi also mentioned important private collections. She distributed a copy of the Philadelphia Folklore Survey, and described that project and similar ones in other parts of the country.

The chair of the session, Beth Carroll-Horrocks, American Philosophical Society, described APS' folklore resources and invited the audience to view the exhibit that APS had mounted for Philadelphia Folklore Month.

COMING TOGETHER OF RESOURCES: REGIONAL NETWORKS

Reported by David M. Weinberg

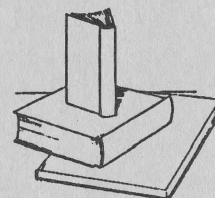
Ellen S. Dunlap, Rosenbach Museum and Library, gave a brief history of the Philadelphia Area Consortium of Special Collections Libraries (PACSCL) and described its first undertaking, the mounting of a major exhibit and catalog "Legacies of Genius" which highlighted the treasures owned by its member institutions. PACSCL hopes to build on its initial success and is planning a number of recon (retrospective cataloging) projects.

Joseph McDonald, Pepperdine University, and Lynda Micikas, Holy Family College, in a question and answer dialogue, outlined their efforts while both were at Holy Family in encouraging the establishment of archival programs at seven small colleges. With the assistance of Pennsylvania's regrant program, the Center for the Development of the Independent College Library (CDICL) hired a consulting archivist who surveyed the archival practices at each institution and prepared a report for the president or chief academic officer. The presentation also emphasized the difficulties when one of the leaders of the effort leaves.

(Continued on p. 16)

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SESSION ABSTRACTS

(Continued from p. 15)

Nancy Sahli, National Historical Publications and Records Commission, cited a number of cooperative projects funded by the NHPRC. She noted that networks may address many different issues -- preservation, planning, information-sharing. Questions the NHPRC would raise include what mechanism for centralized authority exists, especially for fiscal matters, who are the beneficiaries, and what are the forces for advocacy.

ARCHIVISTS AND CURATORS - PARTNERS IN DOCUMENTING THE MUSEUM'S HISTORY

Reported by Cheryl Leibold

Rona Roob, Museum of Modern Art, described the recently processed papers of two key staff members, Alfred H. Barr, Jr. and James Thrall Soby. Barr, the founding director of the museum, was a seminal figure in the art world of the twentieth century. Roob cited several instances where entirely new information about the first decade of the museum's history, its building, and its exhibitions were discovered in Barr's papers. Soby was a member of the curatorial staff in the 1940's. His papers reveal much about his close friendships with many artists, the more than fifteen major exhibits he curated, and his crucial role in the reorganization of the museum.

William Deiss, Smithsonian Institution, noted that few museums take an active role in preserving records that document their exhibits. Although many museums collect and save records, few have legitimate archival programs. An informal survey of natural history museums, historical societies, and botanical gardens revealed that installation files and floor plans are not systematically preserved and photographs of installations rarely taken. Archivists must become more involved in documenting exhibitions in their institutions if researchers of the future are to determine what exhibits of the 1990s looked like. Contact the curatorial and administrative staff to ensure that the records will be transferred to the archives as they become non-current. Take installation photographs as a matter of policy.

PHOTOGRAPHIC ARCHIVES AND THE MARKETPLACE

Reported by Charlotte B. Brown

Who uses photograph collections? Answer: the curious citizen, publishing houses, scholars, students, entrepreneurs, and, perhaps most importantly, the repository that owns the collections.

Why do they use photograph collections? Answer: to find an image of grandmother, to see what the neighborhood looked like fifty years ago, to illustrate a published text, to decorate notecards and sell them for a profit, to use in an exhibition.

The program presented three representatives from distinctly different types of repositories: an historical society (Donald L. Haggerty, Historical Society of Western Pennsylvania); a public library (J.B. Post, Free Library of Philadelphia); and an academic institution (Colin P. Varga, University Museum, University of Pennsylvania). Each described his institution's photograph collections, the policies for use and reproduction, and, to the appreciation of those attending, sprinkled the talks with some funny and insightful anecdotes. The presentations revealed that the three repositories had many practices in common. Despite different institutional affiliations and substantially different categories of users, they all were dealing with photographs and with the unique access, storage, handling, and use requirements that photographs entail.

And if asked, "What was the one idea which would summarize this session?", the answer would be "Know your user".

SHOWTIME: PLANNING AND DESIGNING AN ARCHIVAL EXHIBIT

Reported by Stan Arnold

Deborah Van Buren of History Factory, a Washington D.C. consulting firm, reviewed her company's exhibit design efforts. She described how topics were chosen and artifacts and documents selected. She emphasized such technical concerns as adequate security, proper lighting, and legible label copy. She stressed the need for constant communication among the archivist, exhibit designer, and others in planning an exhibit.

Felice Lamden, Lynch Museum Services, gave an overview of the exhibit process by highlighting six basic principles of exhibit planning: space, time frame, budget, conservation, operational chain of command, and need for outside consultants. She stressed that the main purpose of an exhibit is to educate and one must be aware of the exhibit's probable audience.

Pam Nelson, Balch Institute of Ethnic Studies, focused on the use of artifacts, documents, and other materials in an exhibit format. She emphasized the importance of striking a balance between flat documents and multi-dimensional objects, and described how artifacts can enliven exhibits of books, manuscripts, and other paper treasures. Nelson also stated the importance of content, readability, and visual appeal in creating a successful exhibit.

SESSION ABSTRACTS

PHOTOGRAPHY AND HISTORY

Reported by Douglas M. Haller

In this year of the sesquicentennial of the invention of photography, the speakers discussed the use of photographs in writing and reinterpreting history, and the need for a critical approach to photographs as primary sources.

Kenneth Finkel, Curator of Prints, The Library Company, described the distortion of history when scholars ignore pictorial resources, and the need to interpret these materials in order to obtain a more accurate picture of events. He showed sample images from the current Library Company exhibit "The Philadelphia Photographer" that emphasized the role archivists can play in interpreting history through the use of photographs.

Fredric Miller, formerly director of the Urban Archives Center, Temple University, and now with the Office of Preservation, National Endowment of the Humanities, suggested that daily activities and certain social groups are frequently absent from the written records that have survived. Visual materials can assist in developing a fuller and perhaps different perception of the past.

Bernard Stehle, Instructor in the History of Photography, Community College of Philadelphia, described a project run by CCP and Kensington High School where Black and Asian students selected family snapshots and wrote interpretive paragraphs for each to be used in an exhibit. The aim of the project was to enable people without a sense of history to realize their own personal and family history and its place in the broader context of history.

Douglas Haller, Museum Archivist, University of Pennsylvania, and Chair of the session, commented by way of posing the question "Are photographs frozen memories or dreams?" He suggested that users of photographs as historical documents must develop "visual literacy". Understanding the two tensions in photography are reality and art will aid archivists in interpreting photographs and becoming arbiters of veracity.

Session Abstracts to be continued in next issue.

NEWS NOTE

The U.S. Department of Education is looking for source material relating to American teachers from the colonial period to the present. Of particular interest are primary accounts, such as diaries or autobiographical writings, that have not been published or are not widely known. For further information, please contact Dr. Luna Levinson, U.S. Department of Education, OERI/FIRST, Room 522, 555 New Jersey Avenue, N.W., Washington, D.C. 20208.

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SOFTWARE NEWS

Software Review of RapidFile, Version 1.2.

E. Richard McKinstry

*The Joseph Downs Collection
of Manuscripts and Printed Ephemera
The Winterthur Library*

RapidFile is a versatile software program that features the functions of file management, word processing, and spreadsheets. It runs on IBM or compatible hardware using either 256 or 384K of memory, depending on disk size and version of PC or MS-DOS. RapidFile includes a system disk, help disk, and utility disk, as well as a tutorial, a spell checker with an 80,000 word dictionary, and a thesaurus with 470,000 terms. It is possible to import from and export to other programs, including WordPerfect, Lotus, and d-Base.

RapidFile's file manager format is columnar. Columns -- called fields -- can be defined as text, date, and numeric. Operations within a numeric field allow for calculations and the generation of reports. RapidFile supports a file that holds as many as 64,000 records and allows for 250 fields. In addition, the program permits users to enter up to 254 characters in one cell. Once this limit of 254 characters has been reached, RapidFile automatically kicks into word processing to provide access to a total of 64,000 characters, or about 200 double-spaced pages.

Because RapidFile is primarily a file manager, its word processing segment -- named memo writer -- is, arguably, not a strong point. It is serviceable, however, and will handle such basic tasks as letter and memo writing, the generation of labels, and merges. No memo writer file may exceed 64,000 characters.

Similarly, while spreadsheet functions are built into RapidFile, they are not as sophisticated as those offered by systems that have been devised specifically for the intricate management and manipulation of numbers.

RapidFile is well documented with several manuals that range in length from ten to over 200 pages: *Getting Started*, *Learning*, *Using RapidFile*, *Quick Reference Guide*, *Using the Spelling Checker*, and *Using the Thesaurus*. Each manual is organized in a logical fashion, is well written, and the longer ones contain good indexes. Independently published books, such as *RapidFile for Business Users*, by Amanda C. Hixson, lend guidance and there is a system newsletter, *RapidFile Tips and Tricks Newsletter*.

The value of RapidFile in an archival setting rests with its arranging, searching, and reporting functions. Information in fields can be sorted alphabetically, chronologically, or by numerical value; word searching

field-by-field is also possible. A user selects one field for a primary search and several other fields for secondary searches. For example, an archivist who is in charge of a collection of photographs would be able to find out what photos any given photographer took in any given year by instructing RapidFile to first run a name search in the photographer field followed by a date search in the date field. Further refinement to isolate images of a certain geographical area or subject, if such fields have been defined, is achievable. In addition, RapidFile is most useful for indexing, with its alphabetization capability coming to the fore.

At the Winterthur Library in the Joseph Downs Collection, RapidFile has been a boon for the preparation of a finding aid for our approximately 2,500 trade cards and labels. Field headings were chosen to record such information as the names of businesses and their addresses, printers and engravers of the cards and labels, subjects depicted or described, the text appearing on the cards and labels, comments, dates, and shelf locations. Thus, through RapidFile, anyone studying a firm, product, or topic is able to produce a list of trade cards and labels that satisfies his research interests.

This brief review has addressed only the basic features of RapidFile. Many advanced ones, including macros, the appending of one file to another, and the use of the word "if" to structure expressions, are best explored through the manuals.

RapidFile comes from Ashton-Tate, the company that created the d-Base series of programs, and is listed at \$295.00. Mail order houses usually discount it to \$175.00, or so, while educational institutions can purchase directly from Ashton-Tate for \$99.00. To encourage use away from the work place, RapidFile may be booted up elsewhere, as long as one's program is running on just a single machine at a time.

What's Going On Out There?

The software review column is intended to help archivists in evaluating software currently available, as well as suggesting automated applications. If you have developed archival uses for specific software packages, why not share your ideas, successes and problems with other MARAC members? If you would be willing to write a review of your software application, please contact the *maa* software review editor, Kathleen Roe, New York State Archives & Records Administration, Room 11A40 Cultural Education Center, Albany, New York 12230, 518-474-4856.

EMPLOYMENT OPPORTUNITIES

Maryland State Archives

Archivist IV

Salary: \$23,157 - \$30,411, with maximum reached after six years.

Closing Date: applications must be received at the Department of Personnel, 301 W. Preston Street, Baltimore, MD 21201 by January 2, 1990.

Application Forms: available from the Maryland State Archives, 350 Rowe Blvd., Annapolis, MD 21401, tel. (301) 974-3914/6, FAX (301) 974-3895.

Minimum Qualifications: B.A., preferably in history or political science, with five years of full-time, or its equivalent, professional archival experience. An M.A. in archival science or its equivalent may be substituted for one year of the required experience, and applicants may substitute additional experience in professional archival work with public records on a year-for-year basis for the required education.

Description of Position: The Maryland State Archives is seeking candidates for the position of Director of Reference Services, a senior professional position on the staff of the Archives. The successful applicant will supervise a public search room which is open six days per week, and which has over 14,000 patron visits per year with more than 123,000 records circulated. The Director of Reference Services supervises a staff of 20 professional archivists and 5 library assistants who work in public reference on a rotating basis, coordinates all non-genealogical research activities for the agency, and oversees the training and scheduling of reference staff and the maintenance of search room supplies and equipment.

Note on Salary: This position has been proposed for upgrade to a salary range of \$31,264 - \$41,065.

★

The Smithsonian Institution Archives Photo Survey Project has a position for experienced **writer/editors** interested in helping produce a series of guides to photographic collections at the Smithsonian.

The position involves copy editing and proofreading large electronic manuscripts, researching art and scientific information, updating a style manual, preparing style sheets, making online changes in electronic manuscripts, coding manuscripts for typesetting, and related activities.

The job requires a thorough knowledge of the English language, excellent research and copy editing skills, book production skills, good teamwork skills, an interest in diverse fields of knowledge, the ability to work with scholars, a willingness to learn, flexibility, a sense of humor, and the ability to write. Candidates with previous experience in page layout, desktop

publishing, production work, substantive book manuscript editing, and online work with word processed manuscripts on IBM PCs will be given preference. Recent graduates will be considered.

The position provides full benefits, although it is not a federal civil service position. Interested candidates must complete a federal SF-171 form upon which they must list the position announcement number 9-3244. Please mail the form to the Smithsonian Institution Office of Personnel Administration, Branch 3, Post Office Box 23294, Washington, D.C. 20026-3293, Attn: Marjorie Lucas. Potential candidates with questions may contact Diane Vogt O'Connor at the Smithsonian Institution Archives, A&I 2135, 900 Jefferson Drive, S.W., Washington, DC 20560 or phone (202) 357-3365.

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EMPLOYMENT OPPORTUNITIES

Assistant Archivist

Westchester County Archives, Elmsford, New York

Assistant to the County Archivist; general responsibility for the daily operations of the Archives including supervision of Reading Room staff and volunteers; direct responsibility for appraisal, arrangement and description of records (including on-site surveys, appraisal of archival value, transfer to archives, arrangement, description, and creation of finding aids on OCLC and local databases); related work as required.

Qualifications: A Bachelor's Degree and either: (a) completion of Master's Degree in History or in Library Science or (b) one year of experience working in an archive, or working with a manuscript collection in a library or other educational or government facility; or (c) a satisfactory equivalent combination of the foregoing training and experience as defined by the limits of (a) and (b). Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post secondary degree-granting institution.

Salary: \$22,915 + benefits. Available immediately.

Send letter of application and resume to: David W. Carmichael, Westchester County Archivist, 2199 Saw Mill River Road, Elmsford, NY 10523.

Records Analyst

The New York City Department of Records and Information Services is accepting applications for the position of records analyst. The position consists largely of inventorying records and producing records retention schedules for city agencies. Applicants should be able to effectively communicate with personnel at various levels of city government. Requirements: Bachelor's Degree in Records Management, Archives, Library Science or a related information field; and at least one year of experience in a similar position. NYC Residency required. Salary: \$25,288 annually. Excellent fringe benefits. Send resume to: Gloria Walters, Chief, Records Analysis Unit, Dept. of Records & Information Services, 31 Chambers St., Rm. 107, New York, NY 10007. An Equal Opportunity Employer.

Manuscript Specialist, Western Historical Manuscript Collection, University of Missouri-Columbia

Entry level position, available 15 March 1990. Primary duty is processing collections: arrangement and preparation of finding aids. May assist with reference service. May assist with microfilm program.

Qualifications: BA in history or another social science; preference may be given to candidates with MA in history or another social science and archival training and/or experience. Excellent oral and written communications skills necessary.

Salary: \$15,300 plus University of Missouri benefits. Position carries University of Missouri academic (non-regular) status. Annual leave, 26 days; sick leave, 24 days per year.

Send letter of application, resume, and names, addresses, and telephone numbers of three references to Nancy Lankford, Western Historical Manuscript Collection, 23 Ellis Library, University of Missouri-Columbia, Columbia, MO 65201.

Application Deadline: 15 February 1990.

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MARAC STEERING COMMITTEE

Philadelphia, PA
21 Sept. 1989

ATTENDING: Jodi Koste, Ron Becker, Adele Lerner, Tom Frusciano, David W. Carmichael, Max Yela, G. David Anderson, Denis Sennett S.A., Richard Lindemann, Geraldine Phillips, Lucious Edwards, Maxine Lurie, Gregg D. Kimball, Don Harrison, Charlotte B. Brown, Greg Hunter, Lauren Brown, Debra Basham, Lee Stout.

PREVIOUS MINUTES: The minutes were approved following two corrections: Lauren Brown was in attendance and Jackie Goggin's name was misspelled.

CHAIR PERSON'S REPORT: Lee Stout announced the Bylaw change which had been passed by a vote of the membership.

Pursuant to Section 7 of the MARAC Constitution, the following proposed change to the Bylaws will be presented to the membership for a vote at the Autumn 1989 business meeting at Philadelphia. Deleted language has been stricken through, ~~thus~~. Added language appears underscored, thus.

Section 3. Nomination and Election

C. The Nominations and Elections Committee shall be bound to nominate for an ~~office officer~~ or member-at-large position a candidate named in a nominating petition signed by at least ten (10%) of Conference members. The Nominations and Elections Committee shall solicit State Representative nominees from the state caucuses preceding the elections for State Representatives.

Statement of Purpose

The purpose of the proposed bylaw change is to delete candidates for State Representative from the list of Steering Committee members who may be nominated by petition. In a mail balloting conducted during May 1989, the Conference membership overwhelmingly approved an amendment to Section 4 of the MARAC Constitution which provides that State Representatives shall be elected exclusively by the members of their state/district caucuses. This bylaw change could not be acted upon by the Conference unless the Constitutional amendment passed.

DIRECTORY: Motion was made, seconded and passed that the next membership directory will include a copy of the updated Constitution and By-Laws together with a list of officers and members of the Steering Committee. Lauren Brown offered to prepare this document for the publications committee.

STEERING COMMITTEE MEETINGS: After much discussion, it was decided that the Steering Committee should meet four times per year.

PUBLICATIONS ORDER FORM: A task force of Greg Hunter, Denis Sennett, S.A., and Richard Lindemann are to devise a publications form and set prices.

DUES INCREASE: Discussion was held on the possibility of increasing dues, but this was put aside to be discussed at a future steering committee meeting.

NEW ENGLAND ARCHIVISTS REPLY: Several months ago the New England Archivists had requested permission to redo our brochure *Selecting an Archivist*. The Steering Committee turned down this request and notice has been received that no future action will be taken by the NEA.

CUSTER AWARD: It was announced that Greg Hunter and the New York State Archives are the recipients of this year's award.

FINDING AIDS AWARD: To be announced in the Spring.

EDUCATION AND OUTREACH: The committee will be separated into two committees necessitating a by-laws change. This will be discussed at the Steering Committee meeting in January. Long range plans will be made in both of these committees. Jodi Koste will draft the documents needed for the by-laws change.

OUTREACH TASK FORCE: Jodi Koste, David Anderson and David Carmichael (chair) will form the task force.

MARAC AND REGIONAL ASSOCIATIONS: An incident came up regarding MARAC and its cooperation with the Interagency Council on Nursing and their request for a large sum of money in order to continue this relationship. This was turned down by the Steering Committee. Lee Stout will write a letter to explain our interest in cooperation, but indicating that financial support is out of the question.

PENN. LIBRARY ASSOCIATION: Charlotte Brown requested a letter for support of the Pennsylvania Library Proposal. The Steering Committee voted to support this organization with a letter and resolution.

EDUCATION COMMITTEE: Fred Stielow was appointed chair.

NOMINATING COMMITTEE: Leslie H. Kopp was appointed Chair.

(Continued on p. 24)

MARAC STEERING COMMITTEE (Continued from p. 24)

VICE CHAIR REPORT: Jodi Koste announced the following meeting dates and places.

1990 - May	17- 19	New Brunswick, New Jersey
1990 - Nov.	1- 3	Arlington, Virginia
1991 - May	1- 4	Wilmington, Delaware
1991 - Nov.	7- 9	Roanoke, Virginia
1992 - May		Ithaca, New York

FALL 1990 MEETING: The MARAC meeting in Alexandria, Virginia will be on "Automation". Anyone with suggestions is asked to send them to Don Harrison, program chair.

SECRETARY'S DUTIES: Since we now have an Administrative Assistant who has assumed many of the duties of the Secretary, a study will be made and presented at the January Steering Committee meeting for approval of the "new duties of the Secretary of MARAC". Denis Sennett S.A., will make this presentation.

MAILING LIST CHARGES: Richard Lindemann, Greg Hunter and Denis Sennett will draw up guidelines regarding the use, promotion and cost of this service to the membership and to other archival organizations.

TREASURERS REPORT: Greg Hunter presented the proposed budget and the present spread sheet.

5 YEAR REPORT: Lee Stout spoke of the need to develop a 5-year plan for MARAC regarding membership, programs, publications, etc. Anyone having any suggestions please notify the appropriate State Representatives or Officers.

PUBLICATIONS COMMITTEE: Don Harrison reported on the many projects and activities of the Publications Committee. The new format of the Technical Leaflet Series was presented and received with enthusiasm.

NEW MEMBERSHIP BROCHURE: Adele Lerner presented the new brochure on behalf of the Membership Committee and thanked Ericka Miller for the design format.

It was requested that a renewal form be designed to be used only for renewal notices. The membership committee were asked to address this issue.

NEXT MEETING: Baltimore, MD,
Maryland Historical Society.
January 1990

Respectfully submitted
Bro. Denis Sennett S.A.
Secretary

NOTE: The Business Meeting was held September 23, 1989 in Philadelphia. Issues discussed are reflected in the above Steering Committee minutes.

REFERENCE SHELF (Continued from p. 12)

O'Connor, Diane Vogt, *Guide to Photographic Collections at the Smithsonian Institution Volume 1: National Museum of American History* describes a million photographs at the National Museum of American History for curators, researchers, historians, artists, filmmakers, and collectors. The photograph collections are described and indexed by their subject matter; by their photographers, donors and collection creators; and by their photographic processes and formats.

It is available from the Smithsonian Institution Press, Blue Ridge Summit, PA 17294-0900 or phone (717) 794-2148. The cost is \$29.95 + \$2.25 shipping.

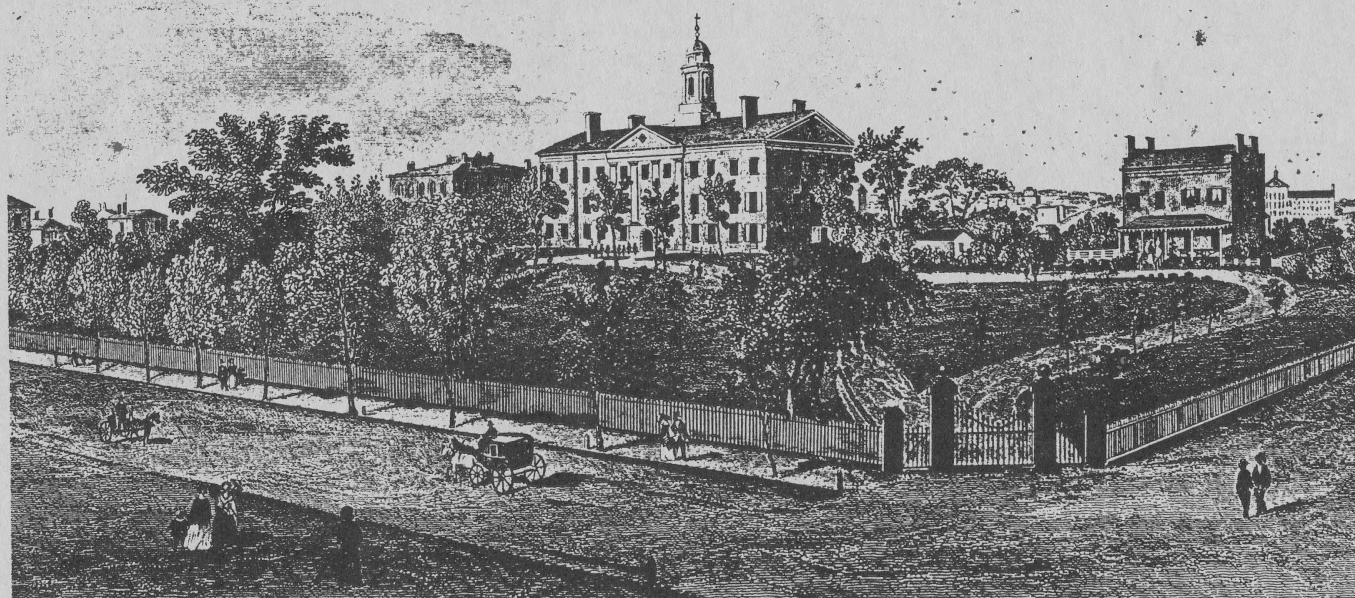
AUTOMATION AT FALL 1990 MEETING ALEXANDRIA, VIRGINIA

- ** November 1 - 3, 1990 Old Colony Inn
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 - ** SAA workshop --MARC Format
- ** Automation and Descriptive Standards
 - ** Automated Control of Non-print Materials
- ** Swap-shop session on software for "lone arrangers"
 - ** Documenting Alexandria using Civil War photos
- ** Opening and closing plenary sessions
 - ** Sightseeing and automation tours
- ** Reception in museum of historic Gadsby's Tavern
 - ** Traditional basic MARAC workshops

PLAN NOW TO ATTEND!!!!

**MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE
TREASURER'S REPORT, 1989/90 FISCAL YEAR
SECOND QUARTER: SEPTEMBER 1 - NOVEMBER 30, 1989**

Item	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total	Budget %
Income							
Membership Dues	10,000.00	243.00	3,864.00	0.00	0.00	4,107.00	41.07
Publication Sales	1,000.00	111.75	296.10	0.00	0.00	407.85	40.79
Publ. Advertising	1,500.00	105.00	270.00	0.00	0.00	375.00	25.00
Bank Interest & Credits	1,300.00	236.65	276.69	0.00	0.00	513.14	39.47
Conferences	8,000.00	4,000.00	1,035.13	0.00	0.00	5,035.13	62.96
Misc. Income	100.00	40.00	40.00	0.00	0.00	80.00	80.00
	<u>21,900.00</u>	<u>4,736.40</u>	<u>5,781.72</u>	<u>0.00</u>	<u>0.00</u>	<u>10,518.12</u>	<u>48.03</u>
Expenses							
Admin. & General	2,010.00	126.70	0.00	0.00	0.00	126.70	6.30
Membership	2,000.00	120.66	533.48	0.00	0.00	653.96	32.70
Committees	2,200.00	303.89	17.40	0.00	0.00	321.29	14.60
Conferences	2,000.00	0.00	282.74	0.00	0.00	282.74	14.86
Publications	13,310.00	2,040.68	3,253.34	0.00	0.00	5,294.02	39.77
Awards	300.00	0.00	200.00	0.00	0.00	200.00	66.67
	<u>21,820</u>	<u>2,591.73</u>	<u>4,286.96</u>	<u>0.00</u>	<u>0.00</u>	<u>6,878.69</u>	<u>31.52</u>
		Fund		Opening	Credits	Debits	Closing
Summary							
Opening Balance	23,732.46						
Income	5,781.72		Current	5,849.30	5,781.72	4,286.96	7,344.06
Expenses	4,286.96		Endowed	3,000.00	0.00	0.00	3,000.00
			Reserve	14,883.16	0.00	0.00	14,883.16
Closing Balance	<u>25,227.22</u>		Surplus	0.00	0.00	0.00	0.00
				<u>23,732.46</u>	<u>5,781.72</u>	<u>4,286.96</u>	<u>25,227.22</u>
Checking	2,232.22						
Money Market	11,908.14						
Certif. of Deposit	11,086.86						
	<u>25,227.22</u>						



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in the preservation and use of all types of historical research materials. Individual yearly membership dues are \$10.00. The dues year is from October 1 through September 30. Membership is not open to institutions, but institutions may purchase yearly subscriptions to *maa* (\$1.25 each copy) and membership applications should be addressed to: Richard H. F. Lindemann, Special Collections Department, University of Virginia Library, Charlottesville, VA 22903-2498. Items submitted for *maa* publication should be typed and double-spaced. Send material to: Ronald L. Becker, Department of Special Collections and Archives, Alexander Library, Rutgers University, New Brunswick, NJ 08903, telephone (201) 932-7006, FAX (201) 932-7579. Deadlines are the first of March, June, September and December.

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